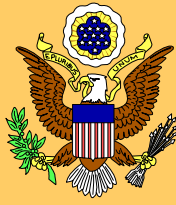


VACANCY ANNOUNCEMENT



Tri-Mission Management

Serving the U.S. Missions to France, OECD, & UNESCO

TO: All Interested Candidates
SUBJECT: Information Assistant

DATE: May 13, 2008
NUMBER: V-2008-021

OPEN TO: All Interested Candidates (See Definitions)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

POSITION: N-73004 – Information Assistant, LES-07, FP-07

OPENING DATE: May 13, 2008

CLOSING DATE: May 27, 2008

WORK HOURS Full-time: 40 hours/week for AEFMs/NORs
Full-time: 35 hours/week for Ordinarily Residents:

Not Ordinarily Resident: \$32,864.00 gross p.a. (starting salary)

Ordinarily Resident: €30,608.00 gross p.a. (starting salary)

The U.S. Embassy in Paris seeks an Information Assistant for the Public Affairs Section (PAS).

BASIC FUNCTION OF POSITION:

The incumbent advises PAS on French news media content and trends affecting the bilateral relationship, plans and executes programs to address the goals of the Mission Strategic Plan (MSP), develops and maintains contacts with media, government and communications professionals, supports visiting US Government officials, and backs-up the Audio-Visual technicians and the Information Clerk. Major duties and responsibilities include:

- Monitoring and analyzing the content of the French news media and preparing summary report each day. Preparing or contributing to specific reporting on media issues and atmospherics in France. Providing expert advice and assistance. Preparing and submitting items for the Weekly Report and the Mission Activities Tracker data base.
- Planning, executing and evaluating effective information programs and media events.
- Developing media and other appropriate contacts in order to promote balanced and informed coverage of issues and stories that advance U.S. interests and MSP goals in France.
- Backing-up the Audio-Visual Technician, the Arts & Graphic Assistant (photographer),

and the Information Clerk. Serving as the Info Office's liaison to the Public Affairs Section on administrative support. Supporting the visits of high-ranking US Government officials, escorting visitors, and performing other duties, as assigned. Will be called upon to perform some clerical duties, including correspondence preparation, records control, expenses tracking, and general administrative support.

QUALIFICATIONS REQUIRED:

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education:

Completion of secondary school and some university or post-secondary education/training, preferably in a media-related field, is required.

Prior Work Experience:

Two-to-three years of progressively responsible work in a media, communication or government organization is required. Administrative experience is required.

Language proficiency:

English (W-R-S), Level-4 – Fluency is required.

French (W-R-S), Level-4 – Fluency is required.

Knowledge:

Mastery of basic office software applications used at embassy Paris is required. Some knowledge of French media, government and other national and regional institutions is required. Basic knowledge of State Department information programs and resources, public affairs techniques, and US Government interests in France is required.

Skills and abilities:

Strong oral and written communication skills, including ability to translate news articles between English and French, and to draft reports, letters and program materials in good English or French, are required. Professional demeanor, strong work ethic and tact/good judgment are required. Also good interpersonal skills and ability to work under time pressure are required.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA (See Definitions):

Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

Current employees serving a probationary period are not eligible to apply.

Currently employed U.S. Citizen EFM's who hold an FMA appointment are ineligible to apply within the first 90 days of their employment.

Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply within the first 90 calendar days of their appointment, unless currently hired into a position with a

“When Actually Employed” (WAE) work schedule.

TO APPLY:

Interested applicants for this position must submit the following or the application package will not be considered.

1. Application for U.S. Federal Employment: SF-171 (hard copies available with HR) or OF 612 or
2. A current resume or curriculum vitae in English that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans Preference must provide a copy of their DD-214 form with their application;
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Embassy of the USA
Human Resources Office
Attn: Genevieve Bayle or Loïc Auffret
2 Avenue Gabriel
75382 Paris Cedex 08

POINT OF CONTACT:

TEL: 01-43-12-25-74
FAX: 01-43-12-24-36
EMAIL: AuffretLJ@state.gov or bayleGB@state.gov

DEFINITIONS:

- 1. Appointment Eligible Family Member (AEFM):** An individual who may qualify for a direct-hire Foreign Service appointment on either a family member appointment (FMA; defined below) or a temporary appointment (TEMP; defined below) provided that all of the following criteria are met:
 - (1) U.S. citizen; and
 - (2) The spouse of the sponsoring employee, or a child of the sponsoring employee, who is unmarried and at least 18 years old; and
 - (3) Listed on the travel orders of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission; and
 - (4) Residing at the sponsoring employee's post of assignment abroad; and
 - (5) Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Other family members or dependents on direct-hire Foreign Service, Civil Service, or uniformed services member's travel orders are not AEFMs or U.S. citizen EFM for purposes of 3 FAM 8200.

2. Eligible Family Members:

- (1) Children who are unmarried and under 21 years of age or, regardless of age, are *unmarried and* incapable of self support. The term "*children*" shall include natural offspring, step-children, adopted children, and those under *permanent* legal guardianship (*at least until age 18*), or *comparable permanent custody arrangement*, of the employee or spouse when dependent upon and normally residing with the guardian or *custodial party*;
- (2) Parents (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parents are at least 51 percent dependent on the employee for support (these parents are not authorized medical travel);
- (3) Sisters and brothers (including stepsisters or stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, are incapable of self-support (these sisters and brothers are not authorized medical travel; see 3 FAM 3700); and
- (4) Spouse.

3. Member of household (MOH): An individual who accompanies a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission. An MOH is:

- (1) Not an EFM; and
- (2) Not on the travel orders of the sponsoring employee; and
- (3) Officially declared by the sponsoring U.S. Government employee to the COM as part of his or her household.

An MOH may be a parent, unmarried partner, or other relative or adult child who falls outside the Department's current definition of eligible family member. A MOH may or may not be a U.S. citizen.

4. Ordinarily resident (OR): A foreign national or U.S. citizen who:

- (1) Is locally resident; and
- (2) Has legal, permanent resident status within the host country; and
- (3) Is subject to host-country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with the local compensation plan (LCP).

5. Not Ordinarily Resident (NOR): An individual who:

- (1) Is not a citizen of the host country; and
- (2) Does not ordinarily reside (see definition of "ordinarily resident" below) in the host country; and
- (3) Is not subject to host-country employment and tax laws; and

(4) Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a General Schedule or Foreign Service salary schedule, not under the local compensation plan.

CLOSING DATE FOR THIS POSITION: May 27, 2008 (COB, at 5:00 p.m.)

The US Mission in Paris provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted:	HR: GBayle
Cleared:	PA: JBullock
	HR: DGiovengo
Approved:	HR: DDobson